



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
(Filling of this position is contingent upon further approval process)
Posting Number: CE21-020

() DIVISION/PROGRAM () DEPARTMENT (X) NJ STATE EMPLOYEES () GENERAL PUBLIC

<u>TITLE:</u> Administrative Analyst 2	<u>SALARY:</u> (P21) \$54,684.00 - \$77,418.81
<u>OPENING DATE:</u> April 13, 2021	<u>CLOSING DATE:</u> April 27, 2021
<u>EXISTING VACANCIES:</u> One (1)	<u>WORKWEEK:</u> NE (35-Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Compliance and Enforcement Program
Division of Compliance Operations and Coordination
Bureau of Compliance Support and Pollution Prevention
401 East State Street
Trenton, NJ 08625

SCOPE OF ELIGIBILITY: Open to permanent employees who work for the State of NJ and meet the requirements below.

DESCRIPTION: Under the limited supervision of an Administrative Analyst 4 or other supervisor in a state department, institution, or agency, assists in the review, analysis, and appraisal of current department administrative procedures, organization, and performance, and helps to prepare recommendations for changes and/or revisions; does related duties.

SPECIFIC TO THE POSITION: Perform duties of appropriate difficulty and coordinate with staff involved in review, analysis, and appraisal of current departmental administrative procedures, organization, and performance; prepare recommendations for changes and/or revision; collaborate with organization staff to review programs/activities and evaluate their administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishment.

PREFERRED SKILL SET: Strong Microsoft Office skills especially in Excel and Word. Strong presentation skills, both, in person and via video conferencing software; project management experience; knowledge and use of database reporting software such as Business Objects.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized valuation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

EXPERIENCE: Two (2) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency. **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for- year basis with thirty (30) semester hour credits being equal to one (1) year of experience. A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the “New Jersey First Act”.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

To qualify for New Jersey Veterans Preference/status, you must establish Veterans Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veterans Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Nanatte Mathis-Bridgett
Compliance and Enforcement Program
PO Box 420; Mail Code 401-04B
Trenton, NJ 08625-0420
E-mail Address: CE.resumes@dep.nj.gov

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager
Division of Human Resources